



CANNON BUILDING
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STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, October 10, 2016 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	

MEMBERS PRESENT

John Starke, Professional Member
Adam Rones, Professional Member
Floyd Ridgway, Professional Member
Valarie Lacey, Public Member
Barbara Williams, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Nicole Williams, Administrative Specialist III

MEMBER ABSENT

Keith Rudy, President
Richard Snyder, Vice President
Margaret Harper, Public Member

ALSO PRESENT

Jennifer Allen, Association Executive, First State Manufactured Housing Association

CALL TO ORDER

Mr. Starke called the meeting to order at 9:05 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the July 18, 2016 meeting. Mr. Rones made a motion to approve the minutes, seconded by Mr. Ridgway. By unanimous vote, the motion carried.

Ms. Williams advised the Board of their two new members, Adam Rones and Floyd Ridgway. The Board welcomed Mr. Rones and Mr. Ridgway.

UNFINISHED BUSINESS

Review of Draft Rules and Regulations – Updated Training (HUD) and Continuing Education

Mr. Maloney advised the Board of the changes to Rule 4.0 regarding education, specifically the Certified HUD Training. Mr. Maloney stated that at the next meeting he will have a revision of the continuing education rules for the Board to vote to approve on for a public rules and regulations hearing.

Review and Discussion of the Board's Crimes List

Mr. Maloney advised the Board that Governor Markell issued Executive Order 60 which pertains to crimes substantially related to the profession, among other things. This Executive Order was issued to provide Boards the opportunity to review their crimes list and eliminate any and all crimes listed that were not substantially related to the profession in order to allow the customers whom have had a conviction the opportunity to obtain a license. The Order is seeking to remove barriers to licensure. Mr. Maloney will complete an administrative cleanup of the Board's current crimes list and will have available at the next meeting a revised crimes list for the Board to vote to approve on for a public rules and regulations hearing.

NEW BUSINESS

Dispute Resolution Program

Mr. Maloney advised that this matter is for the Board's information as he was directed to look into this matter which deals with HUD requesting a dispute resolution process be put into place by the Board. Mr. Maloney stated to review section 14.0 of the rules and regulations which pertains to the disciplinary actions. Rules 14.1 and 14.2 provide the Board with an installer to finish the job properly when improperly completed the original installer. Mr. Maloney advised that he proposes to add a section 14.3 to the rules and regulations in an effort to resolve this matter and comply with HUD's request.

Ms. Allen informed the Board that Christine from Savin Group contacted her regarding a dispute resolution program from HUD with a request for First State Home Manufacturing to add the link of HUDdrp.net to the their website which will provide information to manufactures and retailers regarding dispute resolution.

CORRESPONDENCE

There was no correspondence for review or discussion.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no further business before the Board for discussion.

PUBLIC COMMENT

Ms. Allen stated that she is from First State Home Manufactures and that they are the providers for the education piece of the program. Thirty-eight people completed the course of which 28 were installers and 10 were inspectors. There was a great response from in-class participation and with the online version. Fifteen people completed the online course and the remaining people completed the course in-class.

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, January 9, 2017 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Rones made a motion, seconded by Ms. Lacey, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:30 a.m.

Respectfully submitted,



Nicole M. Williams
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.